



BERKELEY ACADEMY

FOR MULTICULTURAL STUDIES

Berkeley Academy Parent-Student Handbook
Fall 2020



DISCLAIMER/NOTICE

The Berkeley Academy Parent-Student Handbook is designed to acquaint you with the rules and procedures that are essential to the effective functioning of our academy. All rules, regulations, and procedures are mandatory for all students Pre-K through Grade 12, unless otherwise specified. Noncompliance may result in corrective action up to expulsion for students. We ask that all parents help students comprehensively understand the rules and regulations so that their experience at Berkeley Academy will be a successful one.

The rules, regulations, and procedures were written to conform to the Costa Rican Ministry of Public Education's (MEP) policies, mission, and overall expectations of private, U.S.-based schools abroad. Compliance with these rules and procedures will help us provide the best possible service to our students and to the community, as well as a sense of clarity for situations that may require administrative involvement. Berkeley Academy administrative leadership reserves the right to interpret or change the provisions of this handbook at any time. Staff, parents, and students will be notified of any changes. Should any parent, guardian or student have a question, comment, or concern regarding the information contained in this handbook, please arrange a meeting with an available administrator. It is in our best interest that you and your family are successful at Berkeley Academy for Multicultural Studies.

REVISED: 08/07/20

OVERVIEW

MISSION

- The mission of Berkeley Academy for Multicultural Studies is to (PRIDE) –
- Provide an exceptional educational experience that intellectually stimulates all students PreK-12;
- Raise the awareness and importance of multicultural diversity;
- Ignite a daily passion for learning that prepares all students for the complex technological world of tomorrow;
- Develop and empower students to positively impact their communities;
- Equip our students with the skills and knowledge to obtain acceptance to the colleges/ universities of their choice and to be successful at those institutions.

VISION

The vision of Berkeley Academy for Multicultural Studies is to empower all of our students to positively impact and change the world.

MOTTO & CORE VALUES

Honor. Prestige. Excellence. As the core values of our school, it is also our motto.

Honor, as defined by our founders, is honesty, fairness, or integrity in one's beliefs and actions.

Prestige, as defined by our founders, is the level of respect, reputation or influence arising from success, achievement, rank, or other favorable attributes.

Excellence, as defined by our founders, is the state, quality, or condition of excelling; superiority.

Go Pride! is our secondary motto, especially during athletic competitions and school functions/ events. Pride is an organized group of lions, usually consisting of several related females and their offspring.

OFFICIAL COLORS

Maroon and Gray. Color Codes: Maroon - #841621 Gray - #CDCCCC

The maroon color is often used to represent intense and passionate things like; confidence, creative thoughts, excitement, power, risk, passion, love, ambition, courage, strength, warmth, and beauty.

The gray color is a neutral or achromatic color, meaning literally that it is a color "without color." It is the color which is connected with maturation, obligation, and balance.

MASCOT –

LION – (the Berkeleian Lion)

The lion is as strong as its pride. It is the most powerful and dominant animal in its habitat. Lions are superior, strong, and naturally dominant, they are also associated with power and royalty. Lions are fearless in protecting their own and are courageous, disciplined and brave.

ADMISSION

Admission to Berkeley Academy is extremely selective based on conduct, academic performance, specialized talent, and/or diversity of personal background. Prospective students are highly encouraged to apply between April and July for admission to the following academic semester in August. Prospective applicants should take the following steps:

Step One: Application Send an official request to the Berkeley Academy administration via email or phone to request an official admission interview. Academic transcripts, conduct records, and at least one (1) letter of recommendation from an academic/community service-related source are **required** for applicants entering middle school and above. Applicants will be notified within seven (7) working days if they have received an offer for an interview.

Step Two: Interview Prospective students will be thoroughly interviewed by admissions officers who will be examining conduct, English language level, and knowledge of age-appropriate material. If the prospective student(s) successfully pass(es) the interview, they will be notified and scheduled for an entrance examination.

Step Three: Entrance Examination Prospective students who successfully pass the interview will be scheduled for an entrance examination, testing English and Reading Comprehension and Math. A score of at least 85% in all areas is preferred.

REQUIRED DOCUMENTS FOR REGISTRATION

- 1) Berkeley Academy Student Application
- 2) Copy of student's birth certificate
- 3) Copy of student's passport – identification page only
- 4) Copy of current vaccination record
- 5) 1 passport – ID size photo
- 6) 2 years of previous academic records (official transcripts)
- 7) Letter of good financial standing from the previous institution
- 8) Police Report/Background Check

BERKELEY ACADEMY ACADEMIC LEVEL DISTRIBUTIONS (ROTATIONS)

Lower Elementary Rotation (Pre-Kindergarten – Grade 1) Berkeley Academy's Lower Elementary Education rotation consists of grades Pre-Kindergarten through Grade 1. In this rotation, students receive the basic foundational skills for learning, social interacting, as well as

the elementary techniques of technology utilization. Students are introduced to the core areas of the academy (Humanities, Math, and Science) as well the local education requirements (Spanish, Estudios Sociales/Cívica). Our focus of instruction is to prepare students with a balanced social and academic skill set. We begin with fine-tuning motor skills, phonics, identification of numbers, letters, sounds, and colors.

Upper Elementary Rotation (Grade 2 – Grade 5) Berkeley Academy’s Upper Elementary rotation consists of Grades 2 through 5. In this rotation, students continue developing skills for learning, organizing, as well as utilizing the intermediate techniques of technology. Students augment their skills in the core areas of the academy (Humanities, Math and Science) as well as the local education requirements (Spanish, Estudios Sociales, cívica, and matemática). Basic foundational skills for logical reasoning, critical thinking, and social etiquette are introduced.

Middle School Rotation (Grade 6 – Grade 8) Berkeley Academy’s Middle School rotation consists of Grades 6 through 8. In this rotation, students master skills for learning, organizing, and utilizing the advanced techniques of technology. Students perfect their skills in the core areas of the academy (Humanities, Math, and Science) as well as the local education requirements (Spanish, Estudios Sociales, cívica, and matemática). Students develop advanced skills for logical reasoning, critical thinking, and social etiquette as they prepare for the SAT.

High School Rotation (Grade 9 - Grade 12) Berkeley Academy’s High School – Lower Division and Upper Division – rotation consists of Grades 9 through 12. In this rotation, students apply their mastered skills of learning, organization, and the advanced techniques of technology in the initiatives and curriculum. Students continue to perfect their skills in the core areas of the academy (Humanities, Math and Science) as well as the local education requirements (Spanish, Sociales, cívica, and matemática). Students aggressively prepare for the SAT, SAT II subject tests, AP exams, and the Costa Rican Bachillerato test.

VIRTUAL SCHEDULE

Lower Elementary (PreK4-Grade 2)

9:00am – 9:45am	Class 1
9:45am – 10:15am	Break
10:15am – 11:00am	Class 2
11:00am – 11:345am	Class 3
11:45am – 12:45am	Lunch
12:45am – 1:30 pm	Class 4
1:30 pm – 2:15pm	Class 5
2:15 pm – 2:45pm	Office Hours

Grade 3 - Middle/High School

8:15am - 9:00am	Class 1
9:00am – 9:45am	Class 2
9:45am – 10:15am	Break
10:15am – 11:00am	Class 3
11:00am – 11:45am	Class 4
11:45am -12:45pm	Lunch
12:45pm – 1:30pm	Class 5
1:30pm – 2:15pm	Class 6
2:15 pm – 2:45pm	Office Hours

Advanced notice will be given for special assemblies and events.

REGULAR SCHEDULE

Elementary		Middle/High School	
7:45am - 8:00am	Morning Assembly	7:45am - 8:00am	Morning Assembly
8:00am - 8:45am	Class 1	8:00am - 8:45am	Class 1
8:45am - 9:30am	Class 2	8:45am - 9:30am	Class 2
9:30am - 10:00am	Break	9:30am - 10:15am	Class 3
10:00am - 10:30am	Class 3	10:15am - 10:30am	Break
10:30am - 11:15am	Class 4	10:30am - 11:15am	Class 4
11:15am -12:00 noon	Lunch	11:15am -12:00 noon	Class 5
12:00 noon - 12:45pm	Class 5	12:00 noon - 12:45pm	Lunch
12:45pm - 1:30pm	Class 6	12:45pm - 1:45pm	Class 6
1:30pm - 2:00pm	Independent Study	1:45pm - 2:45pm	Class 7
2:00pm - 2:45pm	Class 7		

Advanced notice will be given for special assemblies and events.

GRADING SYSTEM

Percent %	Grade Point Average (G.P.A Unweighted)	Grade
90-100	3.5 - 4.0	A (Outstanding)
80-89	2.5 - 3.4	B (Above Average)
70-79	1.5 - 2.4	C (Satisfactory)
69 or below	1.4 or below	D (Unsatisfactory/Failing)

ADMINISTRATION, FACULTY & STAFF

ADMINISTRATIVE LEADERSHIP

Peter J. Swing – President	pswing@berkeleycr.com
Yorlenny Aguilar – Vice President, Director of Administration	yaguilar@berkeleycr.com
Bill Large – Head of School	blarge@berkeleycr.com
Santiago Alberto – Director of Finance	accounting@berkeleycr.com
Marva Escoc – Office Manager	mescoe@berkeleycr.com
Marcela Salas – School Psychologist	marsalru@berkeleycr.com
Administrative Office – Berkeley Academy	admin@berkeleycr.com
Admin Documents Email	studentinfo2020@berkeleycr.com

FACULTY AND STAFF

Ximena Castillo – MS/HS Lead Teacher, AP Spanish	xcastillo@berkeleycr.com
Sergio Cruz – High School Director of MEP programs	scruez@berkeleycr.com
David Quesada – Sciences (AP, MS/HS)	dquesada@berkeleycr.com
Destry Fudge - Humanities and Art (AP, MS/HS)	dfudge@berkeleycr.com
Heidi Kim – English Lit. & Composition (AP, MS/HS)	hkim@berkeleycr.com
YoungJoo Gilman – High School Math (AP, HS)	ygilman@berkeleycr.com
Anthony Darce – Physical Education (P.E.) Elementary	adarce@berkeleycr.com
Laura Tapia – Physical Education (P.E.) Elementary	ltapia@berkeleycr.com
Rodrigo Hernández – Spanish Instructor (MEP, FARO)	rhernandez@berkeleycr.com
Laura Chaves – Co-curricular Director, Performing Arts	lchaves@berkeleycr.com
Peter Swing – Math Instructor (AP, MS/HS), Grade 12	pswing@berkeleycr.com
Valentina Moncada – Math Co-teacher (AP, MS/HS)	vmoncada@berkeleycr.com
Rebecca Nuñez – Upper Elementary Lead Teacher, Grade 4	rmunoz@berkeleycr.com
Beth Davies – Upper Elementary Instructor, Grade 4	beth@berkeleycr.com
Maria Elena Wolff – Upper Elementary Instructor, Grade 5	mwolff@berkeleycr.com
Grace Novoa – MS Math and Grade 5 Assistant	gnovoa@berkeleycr.com
Amruta Kadaba – Upper Elementary Instructor, Grade 3A	amrutak@berkeleycr.com
Justine Duru - Upper Elementary Instructor, Grade 3B	justduru@berkeleycr.com
Priscilla Campbell - Lower Elementary Lead Teacher, Grade 2	pcambell@berkeleycr.com
Krista Nido – Lower Elementary Instructor, Grade 1	knido@berkeleycr.com
Sofía Castro – Lower Elementary Instructor, Grade 1	socastro@berkeleycr.com
Silvia Vallejo - Lower Elementary Instructor, Kindergarten	svallejo@berkeleycr.com
Mónica Vega - Director of MEP Elementary, Kindergarten	mvega@berkeleycr.com
Stephanie Rojas Calvo – Lower Elementary Instructor, Pre-K4	srojas@berkeleycr.com
Alessia Boninsegna – Kindergarten Assistant	aboninsegna@berkeleycr.com

ACADEMIC CALENDAR

Berkeley Academy for Multicultural Studies utilizes one academic calendar – the international American calendar (horario diferenciado). We divide the academic school year into two (2) semesters. Two (2) semesters are categorized into four (4) quarters.

FACULTY & STAFF MEETINGS

The administrative and staff team will meet as required by the Head of School.

Thursday afternoons at 2:45 pm all weekly grades, attendance, and comments from teachers must be submitted to the administrative office and approved by the Head of School.

MINIMUM DAYS & LATE STARTS

Minimum days. Throughout the school year, various minimum days will be provided in which students are dismissed at 12:00 pm. However, under certain circumstances (national emergency, as per MEP instructions, or administrative discretion for safety or other reasons not specified), parents will be notified of minimum days via personal phone calls from our administrative office.

Late starts. Throughout the school year, various “late start” days will be provided in which students begin classes at 9:30 am and dismiss at the regularly scheduled time, 2:45 pm, due to staff development functions and all-school administration/faculty meetings. At least one week (7 days) advanced notice will be given to students and families. However, under certain circumstances (national emergency, as per MEP instructions, or administrative discretion for safety or other reasons not specified), parents will be notified of “late start” days via personal phone calls from our administrative office.

SCHOOL EVENTS AND OBSERVED HOLIDAYS

***(**RED** – No School/Holiday; **GREEN** – School Event; **BLUE** – Student Vacation)

First Academic Semester (August 2020 – December 2020)

Annual Meet and Greet for New Families – Monday, August 10

Academic Instruction (1st Quarter) Begins – Tuesday, August 11

Student Orientation and Team Week – Monday, August 11 – Friday, August 14

Mother’s Day (CR) Observance Monday, August 17

Back to School Night – Wednesday, August 26

Labor Day (US) Monday, September 7

Dia Del Niño Celebration (CR) – Wednesday, September 9

Staff & Admin Development Day – Monday, September 14

Independence Day Celebration (CR) – Tuesday, September 15

MID-TERM EXAMINATIONS – Monday, October 5 – Friday, October 9

Dia de las Culturas Celebration - Friday, October 9

END of 1st Quarter – Friday, October 9 (41 days of instruction)

Indigenous People’s Day – Monday, October 12

Grades Submission – Wednesday, October 21

Semester I Parent-Teacher Conferences (Minimum Day) – Wednesday, October 28

Halloween Virtual Parade and Dance – Friday, October 30

Veterans Day – Wednesday, November 11

Q2 Progress Reports Submission – Wednesday, November 18

Thanksgiving (US) – Thursday – Friday, November 26-27

FINAL EXAMS – Monday, December 14 – Thursday, December 17

END of 2nd Quarter/Semester I – Thursday, December 17 (40 days of instruction)

Winter Break (No School) – Friday, December 18 – Thursday, December 31

Grades Submission – Wednesday, December 23

Christmas/Winter Holiday (US/CR) – Wednesday, December 25

Second Academic Semester (January 2021 – June 2021)

New Year’s Day (US/CR) – Friday, January 1

Academic Instruction (3rd Quarter, Second Semester) Begins – Tuesday, January 19

Dr. Martin Luther King, Jr.’s Birthday (US) – Monday, January 18

Presidents Day (US) – Monday, February 15

Q3 Progress Reports Submission – Wednesday, February 24

MID-TERM EXAMINATIONS – Monday, March 22 – Friday, March 26

END of 3rd Quarter – Friday, March 26 (48 days of instruction)

Spring Break/Holy Week (US/CR) (No School) Monday, March 29 – Friday, April 2

Grades Submission – Wednesday, April 7

Juan Santamaria Day (CR) – Monday, April 12

Semester II Parent-Teacher Conferences (Minimum Day) – Wednesday, April 21

Labor Day (CR) – Monday, May 3

Q4 Progress Reports Submission – Wednesday, May 12

Memorial Day (US) – Monday, May 31

FINALS WEEK – Monday, June 7– Friday, June 11

END of 4th Quarter (Minimum Day) Last Day of School – Friday, June 11 (47 days of instruction)

Grades Submission – Wednesday, June 23

Summer Break – Monday, June 14 – 30 (End of academic calendar)

RULES AND REGULATIONS

ATTENDANCE

Students must arrive on campus before 7:45 am, as their first bell rings at this time. Students have to get a pass if they're late in order to enter the class or morning assembly. If they are not present, they will be marked **tardy**. Students will be marked **absent** if not on campus by 7:45 am. Middle School through High School rotations will meet every morning in the auditorium for attendance, news, events, and reminders. The academy has a responsibility to know where each student is every day. The school appreciates parents e-mailing the administrative office to explain an absence. We would like for your child to take advantage of the time on campus, so please schedule doctor and dental appointments after school. It is also very important that each child arrives on time for school as studies show that there is a correlation between high academic achievement and consistent, regular attendance. School dismissal is at 2:45 pm. This rule applies to each class period as well.

Students must remain on campus during school hours to be considered in attendance.

ABSENCES

If there are any necessary medical or personal reasons that will hinder your child from attending school, please email us to admin@berkeleycr.com that very same morning. You must also submit to the administrative office an official note substantiating the absence for both school and MEP records. Three (3) unexcused tardies equal one (1) point taken away from conduct. With fifteen (15) unexcused academic absences, students are at risk of not passing their grade level, as per MEP guidelines. It is the responsibility of the student to catch up with their assignments.

CAMPUS HOURS AND SECURITY ENTRY/EXIT POLICY

Due to property security and liability reasons, all students and families must enter the school premises no earlier than **7:00 am** and exit the school premises no later than **4:00 pm**, unless authorized by the Head of School– ***not faculty or staff***. The school will not be liable for any damages or injuries to persons or personal property, before or after the times stipulated. School-sponsored special events, programs, presentations, tutoring, and clubs are the only exceptions. These groups must receive the proper authorization from the Head of School to stay after hours on campus.

Students may not utilize any kind of food delivery service during school hours.

Entry Procedure

For the safety of our student body and to maintain the integrity of the educational processes in our school, parents, family members and/or guardians must:

- 1) Obtain permission from security personnel and the administrative office to enter the campus. Visitor badges must be worn when on campus.
- 2) May not disrupt/interrupt a classroom while in progress.
- 3) Must schedule an appointment or coordinate visits in advance with the administrative office

Exit Procedure

Elementary and Middle students are **not permitted** to leave campus at any time during school operating hours without proper parental or school administrative permission.

High School students who take public transportation (buses, etc.), private transportation (taxis, Uber, etc.), drive their own vehicle, or walk/bike/skate home, must have their parents/guardians sign a **daily** Student Exit Waiver releasing the school from any liability and/or responsibility of injury, accidents, and endangerment. If the student is leaving by uber/taxi, the driver must come on campus and sign a form giving their license plate, full name, ID, and signature.

BACKGROUND CHECK AND POLICE REPORT

The primary reason for our background check policy is to ensure the safest possible learning environment for Berkeley Academy students, staff, family and community members, especially during a time that we are experiencing exponential growth.

Berkeley Academy currently complies with the provisions of Costa Rican Poder Judicial (www.poder-judicial.go.cr) regarding employee background checks in order to protect the health and safety of all students and protect the property of the school.

Berkeley Academy will require all potential employees and volunteers who will be given significant unsupervised access to a student in connection with their specific assignment to

submit to a criminal background check as a condition for employment or appointment. In addition, where reasonable cause exists, Berkeley Academy may require an existing employee, volunteer, or family member to submit to an updated criminal background check.

If any background check findings are deemed unfavorable, or if the findings lead to probable cause that the past actions of the individual may negatively affect or compromise the integrity and safety of our school community, Berkeley Academy reserves the right to dismiss student families on the basis of these negative findings.

CAMPUS PROPERTY

Students at Berkeley Academy are cultivated to be respectful and mature citizens of the world. We strongly believe that this culture is developed both at school and at their homes. We ask that students do not deface, destroy and/or vandalize any property. This includes plants, landscape/garden, tubing, restrooms, urinals, toilets, chairs, desks, whiteboards and other materials of the like that are not specified. Parents will assume financial responsibility for any school property damage done by their child. Fruits found on campus are not to be thrown at any time. Students and parents are welcome to eat fruits found on campus; however, we ask that students properly dispose of seeds or other waste, in the designated garbage bins found throughout our campus. If any student is caught violating this rule, at least one (1) demerit will be issued based on the level of destruction or vandalism.

CYBERBULLYING

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Berkeley Academy students are not allowed to send e-mails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (emotionally or physically) another person, will result in severe disciplinary action. Remember that your activities are monitored and retained by our administration and in some cases, cyberbullying can be a crime.

DISCIPLINARY ACTION - DEMERIT SYSTEM

Berkeley Academy students are held to a very high standard when it comes to academic and behavioral conduct. Each student is granted a total of five (5) demerits during their entire school tenure at Berkeley Academy with a maximum of three (3) demerits in one semester. On the receipt of the 5th demerit, faculty and parents will review the case in which students may be dismissed from the academy. There is a **ZERO TOLERANCE** policy for bullying, fighting, racial or another type of discrimination, and/or stealing. Berkeley Academy students are recognized for their discipline and compassionate behavior. Any instance of bullying, fighting, and/or stealing results in two (2) demerits or up to the automatic suspension, and possible

dismissal. Each case of bullying, fighting, or similar behavior will be reviewed on a case-by-case basis to determine the consequences of the student.

- INFRACTION SYSTEM

The infraction system is a disciplinary system which helps control the conduct and behavior (non-academic related issues) of the student body. Each student is given 100 conduct points per quarter. Violations in behavioral guidelines will result in points taken away from their conduct points. If a student, in any quarter, has conduct points below 85 points one (1) demerit will be issued. Infractions can be given to students for, but not limited to, the following violations: disobeying any of the school rules noted in this handbook; disobeying classroom rules as per teacher guidelines; tardiness to class; major classroom disruptions; inappropriate behavior; inappropriate gestures, language or remarks; throwing food; running in the halls; spitting, and roughhousing or hitting. Professors and staff may issue minor infractions per incident and the Head of School may issue major infractions. If there are any disputes about the fairness of an issued infraction, the Head of School will deliberate any findings and make the final decision.

- CITIZENSHIP POINTS

Students will have the opportunity to earn conduct points by doing community service projects or other designated activities outlined by the instructor. There will be several opportunities throughout the year to obtain citizenship points. Good behavior can be rewarded with citizenship points as well.

DRESS CODE/PRESENTATION POLICIES

School polo shirts, grey pants, black or brown belt, black school socks (visible) and all-black dress shoes will be worn on Mondays, Wednesdays, and alternating Fridays. Physical Education (P.E.) uniforms (grey PRIDE shirt and black shorts/lycra) will be worn on Tuesdays and Thursdays. The official sweater for the school uniform is the grey BERKELEY sweater. Polo uniform shirts must be tucked in at all times and look presentable with no rips, discoloration, or noticeable stains. Pants and shoes must also look presentable and appropriate. If at any time any article of clothing is not presentable or in good condition, a note will be sent home in which students must reconcile the issue within (3) school days or the students will not be allowed to return to school.

Fridays alternate between Social Etiquette Dress (use of a white shirt, blazer, or dress) and Free Dress. "Free Dress" is a **privilege** and *not a right*. Any student who reaches below 90 points in conduct, automatically loses the "Free Dress" privilege. "Free Dress" can be taken away at the discretion of the head of school at any time.

Nose, lip, tongue and other visible piercings and/or tattoos should not be displayed as they may be a distraction to other students and adults. We promote an appropriate environment of student dress attire/presentation to prepare our students to work in professional settings.

Alternating Fridays:

On alternating Friday will be “free or casual dress” day. This means that students can come to school dressed in non-uniform attire. However, students must maintain appropriate/proper attire. For both males and females, sleeveless shirts, tank-tops, or ripped/cropped shirts/pants are not permitted. Any shorts, dresses, or skirts used must be 4 fingers above the knee. Transparent clothing is not permitted. Failure to meet these standards will result in the loss of “free or casual dress” privileges.

EARLY DISMISSAL/PARENT PICK-UP

Any student requiring to leave the school premises outside of the normal dismissal times must receive proper permission/signatures from the following personnel: **1) Written e-mail from parents to admin staff, 2) Administrative Office representative; 3) Campus Security Personnel.** The dismissal form is issued at the administrative office.

Parents who wish to pick up students for any reason (student not feeling well, appointments, special events, etc.) during school hours **must notify/coordinate in advance with the administrative office and their child’s instructor.**

At Berkeley Academy, we understand that good attendance correlates with high academic achievement. If constant early dismissals and parent pick-up could begin to affect your child’s academic performance. If a student is absent, tardy, or leaves early, they are responsible for making up their projects, assignments, or evaluations.

ELECTRONICS/CELL PHONE/TABLET USE

Tablet and electronic device usage inside the classroom is an integral part of the Academy curriculum. However, if instructors and faculty inform students not to use the tablet device, they must do so and obey the classroom/instructor rules. In middle and high school, students have the opportunity to gain privileges of cell phone use during break and lunch (with parent permission and consent). Remember, the use of electronic devices and cell phones are a **privilege** and *not a right*.

Parents are responsible for their students to utilize their school privileges in a responsible manner. Though the use of electronic devices at Berkeley Academy is very liberal, all parents must agree to check student electronic devices used at school at least **twice a week for any inappropriate material**. This includes games, applications, videos and music with violence or any images or references consisting of nudity or unsuitable material for youth and young adults. Electronic devices will be inspected for inappropriate content at least once every month by faculty and/or staff. All electronic devices used on Berkeley Academy campus will be subject to inspection at ANY TIME. If any unsuitable or inappropriate content is found, one (1) demerit will be issued and the use of the electronic devices will either be suspended or terminated.

Any instance of inappropriate texting and or messaging to other Berkeley Academy students, especially those students who do not wish to be recipients of the material, reflects poorly on our school values and will be considered negative behavior and conduct. Berkeley Academy students

are held to a higher discipline standard and must understand that actions outside the school community are also a reflection of our school. Though we cannot enforce our standards outside the structures of our school, we hope that Berkeley Academy parents and students are able to maintain and support the values that our school is founded upon after hours.

EQUIPMENT CHECK-OUT

Students will be required to check-out sports equipment (sports balls, horseshoes, bocce balls, etc.) and lunch eating items (picnic blankets, etc.), and will be held responsible for the replacement or repair of lost or damaged equipment.

EMERGENCIES

- (LOCAL/NATIONAL)

For all major natural disasters and/or emergencies, all students will gather inside the school auditorium (if deemed structurally safe – if not, students will gather in the Berkeley Academy field) and await the arrival of their parents/guardians to be released. Cell phone and landlines will most likely be saturated, so we ask that parents remain calm and await contact from our staff. We will also attempt to utilize various forms of communication (emails, text messages, and phone calls) to inform you about our academy's situation. Students will not be released to anyone who is not listed as a parent or authorized guardian.

- (MEDICAL)

In the event of injury to a student, Berkeley Academy will conduct necessary first aid and will notify the parent or authorized guardian immediately. Berkeley Academy has established a relationship with the Cruz Roja in any case for ambulance service. Parents will be notified if the need arises to transport the child to the hospital. A student will never be sent alone and will be accompanied by Berkeley Academy staff/faculty. All students matriculated in Berkeley Academy must provide proof of INS student insurance. Due to new local policies, our institution has been advised to have parents purchase their own insurance.

EXPULSION/DISMISSAL FROM ACADEMY

Students may be expelled or dismissed from Berkeley Academy based upon serious negative academic conduct (cheating, plagiarism, etc.), negative behavior/conduct marks, or special cases determined by the administration. Berkeley Academy holds a strict honor code of both academic and personal integrity. Any violation of this honor code can result in demerits, suspension, expulsion or dismissal from our school.

Violations of academic integrity include, but are not limited to: cheating, plagiarism, copying from other students, writing answers to tests for test day (cheat-sheet), disrupting the educational or administrative functions of the school, sale of intellectual work, etc.

Violations of personal integrity include, but is not limited to: bullying, lying, conduct threatening/endangering a student or staff member physically, discrimination, disrupting the educational environment of fellow students, demeaning or disrespecting students, etc.

FIELD TRIPS

Faculty will notify parents at least five (5) days in advance for a local field trip. Permission slips and any funds must be collected at least one (1) day prior to the day of departure for organizational purposes. Parents are highly encouraged to participate as well as serve as group guides.

FOOD/DRINKS INSIDE THE CLASSROOM

Food and drinks inside the classroom are prohibited unless otherwise specified by an instructor. Water bottles are always permitted as students are encouraged to hydrate especially during hot days/summer season. Students will always be responsible for their belongings, spills, accidents, and trash. They will need to respectfully request a “clean-up” from maintenance and facilities staff in case of spilled liquids, food, or beverages.

FRATERNIZATION

Fraternization or unauthorized extracurricular relationships between staff/faculty and students are strictly prohibited. Non-school/community-related, inappropriate or unscheduled meetings between staff/faculty and students without school administration and parent notification/approval will not be tolerated.

GOOGLE EMAIL ACCOUNTS, CALENDARS AND WEEKLY ASSIGNMENT SHEETS

The usage of students’ @berkeleycr.com email accounts and calendars are an integral part of communication from the academy to parents and students. Without constantly reviewing and checking, levels of communication are weakened. It is a school requirement that ALL parents log on to students’ accounts at least twice a week to review homework assignments, tests, quizzes and important information from our instructors and administration. All parents will sign a form agreeing to do so at least twice a week.

GROOMING AND HYGIENE STANDARDS

Proper grooming and hygiene are necessary elements of all Berkeley Academy students. We believe that our students’ appearance reflects their organization skills and attention to detail. We provide sufficient time and space throughout our academic semester for students to express their creativity through dress and attire.

Hair standards for males: short, clean, washed and properly groomed. Hair length must not be long enough to cover part or all of the ears.

Hair standards for females: well-kept, neat, washed and combed.

Dyed-hair: Students can come to school with dyed-hair as long as it is subtle and conservative. Any outrageous or distracting/unnatural color (pink, red, purple, green, etc.) is prohibited. Any student with inappropriately dyed-hair will be disallowed on campus until their hair has been changed to a more appropriate style. Any deviations from this standard may result in a demerit, immediate suspension or removal from the academy.

If there are any questions regarding what is acceptable attire or grooming, students should ask a faculty member or representative of the administration before implementation. Good personal hygiene promotes good health, combats germs, and makes it much more pleasant to be around people. At Berkeley Academy, we require that all students meet proper hygiene standards. Students must come to school clean and presentable. Parents should be mindful of their children's presentation and hygiene every day and should use their best judgment in terms of determining acceptable standards. Berkeley Academy administration will notify parents with a confidential note or email to address a situation regarding student hygiene if necessary.

Lice: During the summer season, lice become a national issue for any student in Costa Rica. It is one of the reasons we promote a short haircut for males. For females, we promote hair tied back.

In the event of lice, we will privately send home a letter after our routine check. Students with lice will not be allowed to return to school until the condition has been properly and successfully treated with medication.

Body Odor and Personal Hygiene: As an educational institution that includes young adults, we understand the hormonal changes that occur during this phase in adolescence. However, each parent/guardian and student should be aware of and thus responsible for these changes to prevent a social issue/hindrance at school. Students need to come to school clean and without unpleasant odors. Students and families will be warned privately and shall reconcile any issues before they return to school. Each student, especially in the elementary grades, is subject to a quick inspection of hygiene before entering each class.

Washing Hands before Break/Lunch: It is a mandatory practice that each student washes their hands before eating during break or lunch. Please encourage your child to wash their hands at school (and at home) and before every meal or snack. This will reduce the amount of sickness and germs during the school year.

HALL PASSES/INAPPROPRIATE LOITERING IN HALLWAYS AND EATING AREAS

Students must be inside their respective classrooms at the appropriate times. If they are found outside their designated classroom without permission or hall pass, they will be marked tardy and/or given an infraction by the supervising instructor or staff member.

HONOR CODE POLICY

One of the tenets on which Mr. Swing and Mrs. Aguilar founded Berkeley Academy was the belief that integrity in character, above all else, determines success in life. Berkeley Academy's Honor Code places the responsibility and understanding of academic honesty and personal integrity firmly on the shoulders of each student; every member of the Berkeley Academy community (including family members) accepts that responsibility, and commits to upholding the school's core values of Honor, Prestige and Excellence. Personal integrity and good conduct includes actions made outside the classroom in our community.

The Honor Code is both an anchor and a compass, grounding and guiding Berkeley Academy community members and it is continually reinforced: Every assessment—whether daily homework or a final exam—ends with the student's pledge: "I have neither given nor received aid on this paper." It is a simple but important commitment: Honesty and integrity matter, and *your word is your bond*.

Any student or community member violation of Berkeley Academy's Honor Code (i.e. conduct that negatively portrays Berkeley Academy as an institution and its community members) will be evaluated and assessed by administrative leadership on a case-by-case basis. Consequences may include, but is not limited to, demerits, infractions, suspension, or, in some cases, expulsion from our academy depending on the severity of the violation. We reserve the right, as a private educational institution, to not accept students and family members during our registration cycles, as well as not to extend admission based on honor code violations.

LATE FEES

As of March 2014, monthly tuition must be paid in full within seven (7) working days of each month. Late fee charges will be assessed every day thereafter. Families whose account balances are outstanding for more than twenty (20) days will not be allowed to: 1) receive instruction, 2) receive official school documents such as report cards, transcripts and/or any other official school documents not specified, until all pending balances are cleared. Families will be given several prior notices.

LIMITS AND SCHOOL BOUNDARIES

All students must not pass the pinewoods tree line into the parking area at any time. All students must remain at a distance of at least 5 feet away from the creek's edge. Elementary students are not allowed to cross the bridge to the middle and high school rotation area unless accompanied or specified by staff or faculty. Students are not allowed to be outside campus gates unless accompanied by a Berkeley Academy staff or faculty member. Any violation of this rule will result in at least one (1) demerit.

LOST AND FOUND

Integrity is a major part of being a Berkeley Academy student. We honor students that demonstrate integrity by returning items to the lost and found box at the admin office or to their teachers/instructors. Since there are many items that have a similar appearance, we ask that all parents **label electronic tablets, articles of clothing, books and materials** so that students' belongings are easily identified. If any items are found by maintenance or students, they should be submitted to the administrative office. Berkeley Academy is not responsible for any money, electronics, valuables, or personal effects that are brought by students. We ask that parents and students avoid bringing expensive and valuable items to school.

MESSAGES/DROP-OFF ITEMS/NON-SCHEDULED PARENTAL VISITS TO STUDENTS

Please communicate with the entrance attendant or the administrative assistant to leave messages or items. We respectfully ask that parents do not visit students' classrooms during official school hours. Even though the parent messages may be brief or the item quite small, a good-intentioned presence causes a disruption of the educational process. The academy representatives will be happy to deliver such messages or items to any student or teacher as quickly as possible.

The entrance gates will be locked and closed from 8:15 am to 2:30 pm during school hours. Any arrival after entrance time or before closing time must be coordinated through a scheduled appointment via our administrative office.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are conducted on a quarterly basis. They provide a special opportunity to look at the student's work, report card, and to discuss individual conduct and progress. Parents/Guardians must attend at least **one** parent-teacher conference during the academic year.

PARENT/TEACHER ORGANIZATION (PTO)

Berkeley Academy PTO is an organization of parents and teachers that works to provide an enriching environment for parents and staff to be involved in extracurricular activities with the Berkeley family. It is a simple goal designed to involve parents or others who are interested and able. The PTO meets to organize social events, school events (dances, picture day, sponsor/host recognition, etc.), and other functions depending on the interest of parents. Most parents do not do all activities but participate as often as they like.

The funds that are raised are returned to the school and students as enrichment programs and activities, to help them experience things outside of the classroom curriculum. The funds also help create a sense of community among school families through family fun events, and school socials.

PAYMENT & TUITION

Electronic payments and transfers are accepted by our institution in order to cancel any outstanding/pending administrative fees. However, in order to ensure that your account with the school is organized and current, as well as to avoid any administrative confusion, all payments **must be labeled with the following proper format:**

NAME OF STUDENT & GRADE – MONTH & PAYMENT LABEL

Examples:

John and Jane Smith (4th and 10th Grade) – August Tuition

Jane Smith 10th Grade – August Field Trip

John Smith 4th Grade– July 2015 Books and Google Account Fee

To maintain the integrity of a safe financial environment, 80% of all tuition and school registration fees for the academic year must be paid in a check, electronic transfer, deposit or credit. Only 20% of the entire years' fees may be paid in cash.

PHOTO/VIDEO RECORDING POLICY

It is **not acceptable** to post pictures or videos of students without their expressed consent/permission (verbal/written) or of their parents/guardians (especially students in elementary school). Berkeley Academy students are not allowed to post pictures, videos or memes of others on campus (staff, faculty, teachers included) without their permission. Parents of elementary students will sign a photo/video consent form from their teachers in order to authorize teachers to take photos/videos of their students while on Berkeley Academy campus solely used for the purposes of classroom projects, parent communication, e-newsletters and program promotion. In some cases, unauthorized photos or video recording can be a crime. Remember that your activities are monitored and retained by our administration. Parents and guardians of Berkeley Academy middle and high school students should send an email stating their non-consent and “opt-out” option of participating in any school-related posts, pictures or events. Otherwise, Berkeley Academy middle and high school students are providing consent to participate in any school-related promotional material, social media posts, and newsletter pictures.

Any violation of this policy may result in two (2) demerits or up to the automatic suspension, and possible dismissal. Each case will be reviewed on a case-by-case basis to determine the consequences of the student. However, severe disciplinary action should be expected.

PICK-UP AND DROP-OFF PROCEDURES

Middle-High School

Students who take public transportation (UBER, taxi, or bus) must have parental/guardian authorization to leave school premises in such a manner. Otherwise, students will remain on campus until under the custody of an authorized parental/guardian or school transportation.

Elementary School

End-of-day attendance will be taken at approximately 2:30 pm (B – Bus Transport, AS – Afterschool Activity, PU – Parent/older sibling pick-up). After the completion of attendance, students will be escorted to their designated “pick-up” area in front of the administrative offices. Lower Elementary students will remain inside the Lower Elementary area for pick-up.

Students who take bus transportation will be escorted to the bus. Bus officials will take attendance of those students coming on board.

The main gate will be open at approximately 2:30 pm, in which parents and guardians may enter campus grounds for pick-up. Vehicles will not be allowed on campus before that time.

Teachers will remain accountable for their students until they depart or if transportation has not been coordinated. After 3:15 pm, teachers will notify the administrative offices and student parents if transportation has not been coordinated.

Teachers may leave campus at 3:30 pm as long as 1) administrative personnel is informed of the students who remain on campus, 2) submit the end-of-day attendance records.

Parents who leave students on campus after 3:30 pm **without notice** will be given a warning about the safety of coordinating proper pick-up.

Parents of students who are left unattended after school hours (4:15 pm), regardless of providing advanced notice, will be notified via email with an official warning from our institution. Three unauthorized after-hour violations (within a semester) will result in an issuance of one demerit up to a suspension. Please be considerate of staff and personnel in terms of being on time for pick-up.

RETAKE TESTING

The only manner in which to retake a missed test/examination in middle/high school is with a certified medical note. Any student who foresees their absence due to personal situations, family vacation, trips, must inform all instructors and administration at least two weeks in advance to properly plan testing/evaluation. If no certified medical note is provided, students will receive a 0% for that particular test/exam. A note from parents is not acceptable in place of a certified medical note.

The standard retake testing fee is \$40.00 per examination. The purpose of this fee is to: 1) deter any students from unfairly avoiding the examination, 2) maintain the integrity of the examination, and 3) to compensate for instructors’ additional work and school resources for creating a different examination.

SECURITY AND SAFETY PROCEDURES

Visitors must sign in at the entrance. Because the school is responsible for student safety and well-being, Berkeley Academy students must remain on campus during the school day, unless

they have been given special privileges that are authorized by their parents, the administration and faculty. If a student must leave the campus for an appointment or other valid reason, parents or other designated adults must visit the administrative office to properly sign them out.

Student safety is a top priority at Berkeley Academy. We ask that any suspicious activity regarding student safety be reported to our administrative office. During this report, the administration will closely and comprehensively review the situation in order to legitimize the threat or danger to our student body and school community. If, after the review and upon the counsel and guidance of the Ministry of Education, local police authorities and other law enforcement entities (local and international) deems necessary and appropriate, Berkeley Academy will communicate with parents regarding the matter. Our school community must understand that certain types of mass communication to unaffected families of perceived threats, dangers and risks can also cause negative impacts on populations despite their intention to warn or caution. This applies to negative viral videos, suspicious communication with individuals, and interaction with individuals not recognized nor identified as a member of our school community.

SOCIAL MEDIA POLICY FOR STUDENTS

At Berkeley Academy, we acknowledge the efficiency and importance of expedited communication that social media platforms provide our community of students. However, when students engage in inappropriate social media behavior with other Berkeley Academy or non-Berkeley Academy students, the values of our school are compromised and such conduct and behavior will not be tolerated. Any reports confirmed by parents and community members regarding negative, inappropriate, disrespectful, discriminatory, racist, or derogatory comments, materials or images posted by Berkeley Academy students will be taken into administrative consideration as misconduct. Consequences will be determined on a case-by-case basis that will include but is not limited to, demerits, infractions, suspension, or, in some cases, expulsion from our academy.

The general rule is to always treat others in a respectful, positive and considerate manner that reflects the values of our institution.

It is **not acceptable** to post or share pictures or videos of students without their expressed written consent and of their parents/guardians. Berkeley Academy students are not allowed to post pictures, videos or memes of others (co-workers, etc.) without their permission. Berkeley Academy students are expected to maintain their public social media profiles responsibly and ethically.

Any violations will be discussed with administrative leadership on a case-by-case basis. Consequences will include, but is not limited to, demerits, infractions, suspension, or, in some cases, expulsion from our academy depending on the severity of the violation.

SOCIAL MEDIA POLICY FOR STUDENT- PARENT GROUPS

We acknowledge the efficiency and convenience of social media (from WhatsApp to Facebook) in regards to logistics, planning, and coordination. Berkeley Academy staff members use various platforms daily. However, the moment that social media (especially "parent groups") negatively influences Berkeley Academy's learning environment, school community, student/staff relationships, or the way parents and families may unfairly perceive students, staff members, or the school in general, is when social media use and/or potential issues need(s) to be addressed.

In the interest of a healthy and respectful atmosphere at Berkeley Academy, we urge you to take social media threads, gossip, and rumors, to be simply that: threads, gossip, and rumors. Should any potential issue arise that parents are concerned about, we ask that you contact the administrative office, up to the Head of School, for a quick, fair and respectful resolution to any potential issue.

Integrity, professionalism, and respect are an integral part of Berkeley Academy's values that we instill in our students on a daily basis. It is our hope that parents and families continue to embrace and reflect these values after school hours.

STUDENT PSYCHOLOGICAL SAFETY, MENTAL HEALTH & AT-RISK POLICY

Berkeley Academy students who demonstrate an above-moderate level of at-risk behavior of violence and/or injury, self-inflicted or to others, will be required to be evaluated and assessed by the Deputy Head of School or Head of School (official school counselors of record).

The school counselors and administration may require parents and guardians to provide a certified letter of psychological well-being in order for students to continue at our academy.

Berkeley Academy is committed to maintaining the physical and psychological well-being and mental health of all of our students. Berkeley Academy students are encouraged to report any comments, discussions or communication of at-risk behavior to staff and faculty members immediately. Reporting this type of behavior can save a student and others from physical harm.

SUMMER SCHOOL/CONVOCATORIA OBLIGATIONS

The summer school will be obligatory for students who have failed any subject areas (69% or below). They will be required to take a make-up test/convocatoria after attending 2 ½ weeks of remedial instruction in the summer. Upon entering summer school, students will be issued two (2) academic demerits.

VIRTUAL SCHOOL GUIDELINES

We welcome you as a student taking virtual classes through the Google Classroom platform for Berkeley Academy for Multicultural Studies. We are eager to help you at any time so feel free to get in touch with us when you need an answer. This handbook has been designed to provide you with answers to many of the questions or concerns you may have and summarizes the important policies that govern online courses. Please refer to this handbook, in combination with additional information from our staff members and/or Head of School. And remember, you are not alone. You are part of a “virtual community” of students and staff and we are here to help.

An online virtual classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction will be implemented for Google Classroom assignments, chats and Google Meets during this period of instruction. All previous guidelines including attendance and academic integrity

Steps to Get Started

Step 1: Make sure you have received the required course materials and login/password information.

Step 2: Verify the schedule sent to your email.

Step 3: Verify the date you will need to complete the assignments sent by teachers.

Step 4: Create a file folder where you can store the course information, notes, and printouts. We recommend creating a folder for each one of your courses.

Step 5: Log in to your course and ensure everything is working. If you encounter a technical issue, write down any error messages before you ask for help. Identifying the specifics of the problem will help the teachers to resolve it.

Step 6: Keep a schedule of the course assignments and tests and set a timeline for completing them. Ensure that the schedule is visible to avoid missing your deadlines.

Daily Tasks

- Log in with your correct user name and password.
- Check your email.
- Check course announcements, discussion groups, and assignments on Google Classroom.
- Do not forget to log out at the end of class meetings.

GENERAL GUIDELINE

- Be on time for the online class, if tardy, it will be considered as ABSENT.
- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors' proper title: Mr. or Ms. unless specifically invited, do not refer to your instructor by first name.
- Keep your microphone muted unless otherwise specified by the professor.
- Be careful with personal information (both yours and other's).

- Don't post or share (even privately) inappropriate material, such as pictures or text messages.
- Set a respectful tone, avoid yelling.
- Be kind and professional.
- Students are required to wear the proper Berkeley Academy uniform in all online classes (not including free dress Fridays).
- Music, social media apps and movie/series platforms are prohibited, unless otherwise specified by your instructor, during the online scheduled classes.
- Always remember to say "Please" and "Thank you" when soliciting help from your teacher and classmates.
- Respect your classmates' opinions. If you disagree, do so respectfully and acknowledge the valid points in your classmate's argument. Acknowledge that others are entitled to have their own perspective on an issue.

EMAIL

When sending an email to your instructor, teaching assistant, or classmates, you should:

- add a descriptive subject line.
- be clear and straight to the point.
- ensure your attachments are accessible to the recipients.
- sign the email with your name and return email address.
- address the recipient with proper name, title and greeting (ie. "Dear Mr. Pavel,")

MESSAGE BOARD ETIQUETTE AND GUIDELINES

When messaging in the chat in your online class, you should:

- Make sure to share comments that are on topic and within the scope of the course material.
- Make sure to review and edit your messages before sending.
- Be as brief as possible while still making a thorough comment.
- [Abstain from repeating the same questions or comments, unless you are contributing with original ideas.]
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point.
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
- Personal or insulting remarks are unacceptable.
- Remember that all communication should have correct spelling and grammar (this includes online chat).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." "hw" instead of "homework", etc.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or ☺.

- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Use clear and concise language.



BERKELEY ACADEMY
FOR MULTICULTURAL STUDIES

PARENT-STUDENT HANDBOOK AGREEMENT (PARENT/STUDENT COPY)

By signing below, I acknowledge that I have read, understood, and agree with all rules, guidelines, regulations, and expectations that are written in the electronic copy of the Berkeley Academy Parent-Student Handbook with my child. I know that as a parent/guardian I must log in to my child's @berkeleycr.com account **at least twice a week** in order to be informed about school-related events, functions and the academic/behavioral progress of my child. I also know that **I am responsible to connect with my child's teachers at least twice a month via email** to stay informed with progress in each academic area.

Name of Student (Last, First)

Date

Student Signature

Name of Parent or Guardian (Last, First)

Parent or Guardian Signature



BERKELEY ACADEMY
FOR MULTICULTURAL STUDIES

PARENT-STUDENT HANDBOOK AGREEMENT (SCHOOL COPY)

By signing below, I acknowledge that I have read, understood, and agree with all rules, guidelines, regulations, and expectations that are written in the electronic copy of the Berkeley Academy Parent-Student Handbook with my child. I know that as a parent/guardian I must log in to my child's @berkeleycr.com account **at least twice a week** in order to be informed about school-related events, functions and the academic/behavioral progress of my child. I also know that **I am responsible to connect with my child's teachers at least twice a month via email** to stay informed with progress in each academic area.

Name of Student (Last, First)

Date

Student Signature

Name of Parent or Guardian (Last, First)

Parent or Guardian Signature